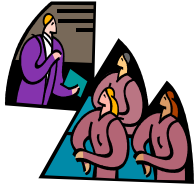


Update Purchasing

Division of Purchasing
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Never mistake knowledge for
Wisdom, One helps you make a living,
the other helps you make a life.
~ Sandra Carey



PURCHASINGWORKSHOP'S

Please mark your calendars and plan to attend our next Purchasing Workshop to be held in Northern Idaho. The Purchasing Workshop will be held in Coeur d'Alene on April 29, 2008 from 9:00 am to 12:00 noon at the Idaho Transportation Department. (ITD) Administration Building, Basement Conference Room – 600 W. Prairie Avenue in CDA.

There is no cost or registration required to attend. If you are unable to attend, pass this information on to others in your office that may also be in purchasing. Anyone that works with Procurement, Supplies, and Inventory are encouraged to attend. Remember to pass the word along to "Public Agency" entities as well. School Districts, City, County, Water District, etc., purchasing personnel, are always welcome.

Tentative Agenda

Welcome to Transportation – Jim West
Administrative, Legislative and Statewide Contract Updates – Mark Little
TESH, Inc – Russell Dumas
FedEx Corporation – Linda Keylock

The next Purchasing Workshop for Eastern Idaho is scheduled for June 11, 2008 from 9:00 am to 12:00 noon at the Idaho State University
More information and the tentative agenda will be posted at a later date. Suggestions are always welcome.



TRAINING/WORKSHOP'S

The Division of Purchasing will be presenting the next series of purchasing classes; "Developing and Evaluating a Request for Proposal (RFP)". The first of these classes will be held in Coeur d'Alene on April 30, 2008. The next RFP class will be held in Pocatello on June 12, 2008.

The "Developing and Evaluating an RFP" class will present an overview of the following topics designed primarily for employees charged with purchasing for their agency, regardless of their job title. This is an eight (8) hour class that will be held from 8:00 am to 4:00 pm.

- Bids and quotes cannot always address the needs of the state. Generic specifications may not be available or difficult or impossible to draft and conventional evaluation for award based on lowest cost bid may not get the product or service required. Many high tech products and complex services cannot be obtained by conventional bidding. The Request for Proposal (RFP) is a solicitation used for situations like these. The RFP is a formal competitive sealed bid process. The RFP outlines the requirements of the state by describing the purpose, scope, description, minimum requirements or expectations, qualifications or capability of the proposers, evaluation criteria, and other requirements. In the RFP response, the vendor offers a solution for the particular need described in the RFP. The RFP is evaluated according to predetermined weighted standards. After evaluation, discussions with qualified vendors may be allowed to explain or clarify proposals and for a "Best and Final Offer." After completion of the RFP process negotiations may, in some circumstances, be utilized to secure more advantageous terms or reduced cost. This class will help you to understand and develop a Request for Proposal and an Evaluation plan. It will present information in the following areas necessary for a successful RFP: • Preparation • Creation • Evaluation
- This class will include some practical hands-on exercises which will help to reinforce the learning points.

There is no cost to attend these classes offered by the Division of Purchasing. We do ask that you please register for these workshops. We want to be sure everyone has copies of the materials and that we can provide a room large enough to seat everyone comfortably. You may register online at: <http://www.adm.idaho.gov/purchasing/training.htm> or call our office at (208) 327-7465 if you need additional information.

Visit our website for additional information and a schedule of training dates being held around the State. It is our intent to offer a general "Purchasing Workshop" the day prior to these scheduled RFP training dates. Please mark your calendars to attend both events if possible.



NIGP WORKSHOP

The Idaho Division of Purchasing has a special request to bring the following class to Boise; this class is only offered through NIGP. We have scheduled this training class for two (2) days. Visit the website at; www.adm.idaho.gov/purchasing and click on the link to State Buyer Training to register.

The NIGP Seminar, "PROCUREMENT UNDER GRANTS AND FEDERAL PROGRAMS" (CEU Units 1.5) will be held on May 14 & 15, 2008. Please send an e mail to pearl.smith@adm.idaho.gov if you need more information. The cost is \$350.00 per person for the two (2) day seminar.

This class requires a **Minimum of 20 Students and a Maximum of 40 Students**. To date, we have 28 registered. If you are planning to attend, do not delay getting registered as soon as possible. If I can help with hotel recommendations, etc. please give me a call.

The instructor for this class is Leslie Vallie, CPPO. Les Vallie has over thirty years experience in the Procurement and Contracting profession. He holds bachelors degrees in Governmental Contracting and Finance, and a master's certificate in Contract Management from George Washington University.

This course is designed to equip the procurement professional with a solid understanding of grants and federal programs. Participants will evaluate federal requirements for unique criteria; formulate plans to procure under grant and other federal program rules utilizing the correct model format and successfully apply the resulting purchasing and subsequent contracts in an acceptable manner.

The intended audience: Open to all purchasing and procurement professionals involved with acquisitions and contracts requiring the use of federal monies.

Remember - Seminar credits can be used for UPPCC certification and re-certification!



STATEWIDE CONTRACT NEWS/UPDATES

The RFP for CDL Alcohol and Controlled Substance Testing will close on April 18, 2008. The intent is to have a contract awarded within approximately 30 to 45 days after the solicitation closes.

The Statewide bid for Paint and Supplies will close on May 12, 2008.

If you have any questions, contact Jason Urquhart at 332-1608 or e mail; jason.urquhart@adm.idaho.gov

For copies of the Statewide contracts visit our website: www.adm.idaho.gov/purchasing

If you would like to participate or have input to offer as Statewide Contracts are re-bid, please e mail the Respective Purchasing Officer.



TIPS & REMINDERS

GROSS VEHICLE WEIGHT - A Note that may be helpful to all Fleet Managers. The Idaho Transportation Department (ITD) is now requiring Gross Vehicle Weights to be indicated on all License Plate Renewals.

The ITD contact for more information is Teresa Rhodes
Teresa.Rhodes@itd.idaho.gov

VENDOR FAIR - Remember to mark your calendar and plan to attend the Division of Purchasing “**5th Annual Vendor Fair**”, to be held May 20, 2008. This event will take place at the Holiday Inn Convention Center, located at 3300 Vista Avenue, Boise. We have a full day of activities planned and approximately 35 booths to visit. Soup & Salad Bar Lunch will be included with your free admission.

This event is open to all State and Public agency purchasing personnel for the purpose of Interacting with your peers and sharing information with vendors, gaining additional product knowledge, and discussing available contracts and services.

There will be e procurement training available in the morning and afternoon. This is your opportunity to brush up on SICOMM and ask any questions about the latest upgrades and changes to the system.

More information and the tentative agenda will be posted at a later date. Suggestions are always welcome

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov